Position: DISTRICT OFFICE ADMINISTRATIVE ASSISTANT  
Oakland District Office  

Group 2: $29.30 per hour (commensurate with experience)  
+ benefits  
40 hours a week  

Job Description: 
Operating Engineers Local Union No. 3 is seeking an organized, punctual, service oriented individual to support the Oakland District Office. This position requires the ability to perform administrative and secretarial duties at a proficient level with an independent judgment. 

The successful candidate must have served as either a high level or advanced Administrative Assistant to be considered, prior employment will be verified. Must have the capacity and motivation to master a steep learning curve; must be able to prioritize and complete extremely high workload timely, experience working with numbers and money; must be proficient in composing professional letters with good grammar and writing skills. Must be able to solve problems and produce a high quality work product. Must be able to take direction and follow structured procedures. 

Required Skills, Abilities & Experience 
• Must have at least five (5) years experience in Union or Office setting  
• Strong organizational skills  
• High level of multi tasking  
• Excellent people skills  
• Good work history / attendance record  
• Exceptional proofreading skills  
• Strong written & verbal interpersonal skills  
• Intermediate to advanced MS Outlook, Word & Excel experience  
• Typing 50-60 wpm  
• Occasionally backs up the Dispatcher as needed 

We are an EOE M/V/F/D employer. 

Please submit cover letter and resume to: tmendes@oe3.org fax: (916) 419-3491 or mail: OE3, 3920 Lennane Drive, Sacramento CA 95834, attn: Toni Mendes. Submissions must be received by: 12:00 pm on Friday, March 20, 2020.